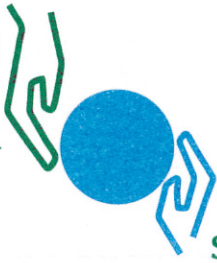


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# Cleary School for the Deaf

301 Smithtown Boulevard, Nesconset, New York 11767-2077  
www.clearyschool.org

631-588-0530 (V & TTY)  
631-588-0016 FAX

November 24, 2014

## **IMPORTANT- ACTION REQUIRED: Set up Emergency Alerts from Cleary School**

What you need to do, see the attached document:

- 1) Register your account, pages 1, 2, 3
- 2) Create a login user name and password, page 4
- 3) Set up your profile, page 5
- 4) Set up your alerts, page 6

Dear Parent(s)/Guardian(s),

In preparing for the winter ahead, Cleary School for the Deaf has partnered with Honeywell Instant Alert for Schools. This new service will allow Cleary School to communicate emergency notices i.e. school closings and/or delays due to inclement weather.

We can use the service for other announcements, but currently we are focusing on emergency notices.

There are several methods of communication, which you can control. Some of the key features for the service include:

- Receive a telephone call, an email, and/or text with an emergency notice
- Set the timeframe when you will receive messages  
**NOTE:** If a message is sent outside of your timeframe, you will NOT receive the message. We recommend "midnight" to "midnight."
- Add alert recipients
- Add multiple contact numbers
- Pick Either English or Spanish

In order to access the system we needed to create an entry for you; we used the emergency contact information you provided at the beginning of the year. When you register and login you can change or add information.

Should you have any trouble or if you have questions please contact Josie Garcia:  
[jgarcia@clearyschool.org](mailto:jgarcia@clearyschool.org) or 631- 588- 0530.

Best regards,

Josie Garcia  
Educational/Technical Support